



Secretary of State
Kim Wyman

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DOLLIVER

April 2013

QUARTERLY NEWSLETTER FROM THE CORPORATIONS & CHARITIES DIVISION

"Providing you with essential business and charitable information to promote public trust"

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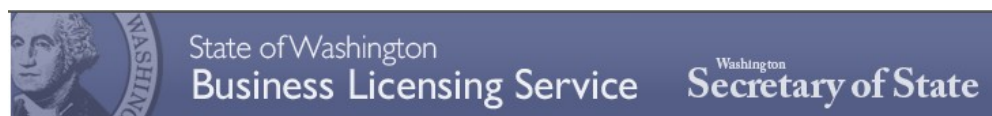
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contact US

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(360) 725-0377
corps@sos.wa.gov

Automated password retrieval now available for annual reports

On March 14, Business Licensing Service (BLS) launched an automated password retrieval service that provides quick assistance when filing annual reports for profit corporations and LLCs. bls.dor.wa.gov



Renew Your Corporation or LLC

[Help](#)

Please sign in to begin

Use the UBI and password printed on your renewal notice.

ABC CLUB, INC C/O JOHN DOE 123 MAIN ST OLYMPIA, WA 98501	Unified Business ID No. 605 555 555 State of Incorporation WA Date of WA Inc./Auth. 07-27-2005 Expiration Date* 07-31/2011	← UBI Number
<input type="checkbox"/> Important! If the Registered Agent/Office Address information is incorrect, mark the box and complete the reverse side of this form. If the address is incorrect, mailings may not be delivered and could result in the dissolution of your company.		
RENEWAL SECTION *After renewal your new expiration date will be: 07-31/2012		
RENEW ONLINE! Go to: BLS.dor.wa.gov/renewcorp.aspx Use your UBI# and the password: 3737 2K8S		← Password
Use American Express, Master Card, or Visa.		

UBI (Unified Business Identifier)

Password

[Forgot Password?](#)

Should you need to file your annual report, but did not receive it or have misplaced the paper notice, you can get your password by selecting the "forgot password" link on the BLS website. After a few simple steps your password will be emailed to you.

Nonprofit organizations and limited partnerships will still visit the Corporations and Charities Division website sos.wa.gov/corps to file their annual reports.

Nonprofits may file their annual report online, but limited partnerships must download the necessary form at this time.

The automated password retrieval was a request from individual business owners and the service organizations.

ONLINE FILING AND UPDATED INFORMATION AT WWW.SOS.WA.GOV/CORPS

the BUZZ

A MESSAGE FROM
SECRETARY WYMAN:

On behalf of our Corporations Division and its customers, I salute service companies and legal professionals for their important role in helping businesses in Washington.

These groups are our "super customers," representing hundreds of thousands of clients. They provide services that can otherwise consume valuable time needed for a business to grow, including serving as a registered agent, or completing the formation, maintenance and annual report documents for their clients.

I am strongly committed to continue working on the best service solutions available for our business customers. A robust economy helps everyone!

HAPPENINGS

*Changes that may affect your services.....***Charities renewal deadline
is May 31st**

The Charities Program is preparing for one of its busier renewal periods.

Early in April, about 2,800 renewal notices were mailed to registered charities, trusts and commercial fundraisers that are due to renew by May 31, 2013.

One of the peak renewal periods for the Charities Program includes late May and generates an unusually high volume of incoming documents and telephone calls.

Most registered charities are also nonprofit corporations. Charities registration is required when raising funds from the public. For more information call:

1-800-332-4483

**Minor changes have been
made to the phone menu**

You will soon see some minor changes when calling the Corporations and Charities Division.

The options have been reduced in number to enable you to reach a person faster, without listening to long menus.

We are always looking for ways to make it easier for our customers to get the information they need, so if you have suggestions or comments email us at:

corps@sos.wa.gov

Things may look a little different.....

There will be some changes to the look and feel of the Secretary of State's websites in the next few weeks.

Teams have been working hard to improve the usability and function of our existing online services.

The color, office logos, and parts of the layout will be updated and improved.

The visual changes will be noticeable, but the general way that you find things will be the same, or very similar.

Once the update is complete, and you would like to make suggestions for further improvement, please send me an email at patrick.reed@sos.wa.gov.



HIGHLIGHTS

Notes from the 2013 service organization meeting (webinar)

On March 27 the Corporations and Charities Division held its first Service Organization webinar.

A huge thank you to those able to attend.

Meetings such as these are used to discuss current services available from our office, and to seek feedback on how we can improve as a division. This meeting was the first held as a webinar and was a successful first try.



In this year's meeting, we discussed topics such as:

- Current online filing options and plans for future online services
- Automated password retrieval at BLS for annual reports
- Current and future payment options for service organizations (accounts)
- Monthly reports to service organizations
- Super user accounts/shared log-in information
- Uploading prepared articles
- Using couriers for time-sensitive filings

Our office plans to use more of the webinar style meetings in the near future. It will provide a low cost/no cost opportunity to reach out to our frequent customers. These webinars will be used in addition to at least one in-person meeting per year.

If your organization was unable to attend and would like to schedule a follow-up webinar for your representatives, please contact:

patrick.reed@sos.wa.gov

Social purpose corporations

In June 2012, legislation went into effect that created the social purpose corporation under [RCW 23B.25](#).

Since its introduction, we have now recorded 38 businesses under this structure. These businesses can allow a corporation's shareholders and directors to put a social purpose (such as saving the environment) above or equal with the purpose of making a profit.

News TIDBITS

Washington State Emergency Management Division (EMD)

While EMD can't predict precisely how, when or where Mother Nature or some other emergency may strike, EMD can do our part by preparing for the unexpected.

The [Washington State Emergency Management Division](#) has a number of resources available to help businesses prepare for potential emergencies and develop plans to continue operations as soon as possible.

Department of Licensing (DOL)

Do you have a notary on staff? Protect your company and the notary! Find education providers at www.dol.wa.gov/business/notary and send your notary to a class. An educated notary is an asset to your business.

Governor's Office of Regulatory Assistance (ORA)

Trying to open a business? Looking to modify a dock? Not sure what type of license or permit you need? Did you know ORA's small group of dedicated customer service professionals can assist you with the clarification of regulatory and permitting questions. If ORA doesn't have the answer, it has the connections within local or state government.

Contact ORA at 1-800-917-0043 or help@ora.wa.gov

Helpful hints to avoid costly mistakes

Our primary goal is to process and record your documents as quickly and efficiently as possible. From time to time, there are reasons why documents may be returned for additional clarification or missing information. These returned documents cause delays and can be costly. Here is some helpful information to avoid returned documents and speed recording.

MORE THAN ONE UBI NUMBER:

Two UBI numbers issued for the same company often occurs when a client has filed a Business License Application and received a UBI number and did not provide it to the Secretary of State at the time of filing. We recommend that customers record their formations with the Secretary of State first to avoid this costly error.

DUPLICATE FILINGS:

When both the Service Organization and the client file the same organization separately. One typically is returned to the filer. Duplicate filing fees are not refunded.

INITIAL REPORTS:

Profit Corporations and Limited Liability Companies are often administratively dissolved for failure to file an initial report within 120 days of formation. Be sure to file that initial report on time.



ELECTRONIC VERSION OF THIS NEWSLETTER IS AVAILABLE AT WWW.SOS.WA.GOV/CORPS/